

Town of West Tisbury, MA

POSITION: Assistant Council on Aging Director

DEPARTMENT: Council on Aging

Position Purpose:

The purpose of this position is to perform professional and administrative work related to the operation of the Council on Aging department in an effort to assist the Director with meeting the needs of the seniors and participants of the programs. Develops, implements, and monitors existing and new programs; manages program budgets. Manages volunteer program. Compiles, analyzes, and maintains statistics and data related to the Council on Aging Programs.

Supervision:

Supervision Scope: Performs varied, responsible duties requiring comprehensive knowledge of programs and resources available to meet the needs of the senior citizens. Exercises independent judgment and initiative in planning, administration, and execution of department services with thorough knowledge of procedures, regulations, and policies.

Supervision Received: Works under the administrative direction of the COA Director. Coordinates policy efforts with the Director. Coordinates unusual cases with the Supervisor.

Supervision Given: Supervises the department in the absence of the Director. Responsible for coordinating and scheduling up to 30 volunteers.

Job Environment:

Work is generally performed under typical office conditions with moderate noise levels. Work is subject to interruptions by telephone calls and visitors. Employee may be required to work outside of normal business hours including evenings and weekends; may be contacted for emergency situations. May be required to wear gloves and protective gear when assisting elderly, with some exposure to unsanitary situations.

Operates automobile, computer, telephone and other standard office equipment.

Interacts with the town's senior citizens, the general public, other town departments, officials, and Regional, State and Federal social service and medical organizations.

Employee has access to confidential client information including finances, health, and other personal matters.

Errors in judgment could result in lower standards of service to the community, loss of funding, and have adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees the program activities at the Senior Center in coordination with the Director. Develops, implements, and monitors social, cultural, education, health, and recreational programs. Administers and evaluates all aspects of programming.

Performs professional and administrative duties to assist the Director in the day-to-day operations of the Council on Aging.

The Assistant Director shall have all the duties and responsibilities of the Director in their absence.

Prepares payroll and accounts payable. Monitors and prepares financial documents for grant and programming purposes.

Responsible for collecting, analyzing, and maintaining statistics and data related to program activities. Maintains records of operations of various group meetings; submits data for grant applications, annual reports, and Board meetings.

Keeps current records of daily operations for statistical reports for grant proposals.

Provides information and referral.

Performs various administrative duties; maintains records for "Friends of the Up-Island COA", distributes meeting minutes; records donations and sends responses; prepares correspondence; attends meetings.

Prepares (in coordination with the Director) monthly newsletter. Prepares press releases through print, social media, and local cable tv.

Coordinates wellness programs health clinics, flu, podiatry, hearing clinics.

Provides telephone reassurance calls to seniors at home/hospital.

Maintains inventory and monitors and orders department supplies.

Oversees nutrition programs (e.g. Elder Services congregate lunch program and monthly food pantry).

Assists with the preparation for lunch program; coordinates computer classes, participates in additional projects and activities.

Reviews all paperwork for accuracy and completeness as related to the Congregate Lunch Program, according to federal guidelines.

Recruits and trains volunteers in coordination with the Director.

Participates in special projects, updates census (West Tisbury, Chilmark, Aquinnah)

Attends training and education programs as required.

Administers food stamp and fuel assistance applications and assists clients with signing up for Medicare Part D and other programs. Serves as information referral to elders to make them aware of available welfare, health and social service programs.

Attends Council on Aging Board meetings as requested by the Director.

Attends professional meetings, conferences, workshops, task forces and seminars related to senior issues.

Works on special projects. Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience

Bachelor's Degree in Human Services or related field plus a minimum of two years Human Services experience or two years of college plus three years' experience; skilled experience in word processing, accounting, and graphics software; some experience in supervision; or an equivalent combination of education, training, and experience.

Special Requirements

Certificate or license in Human Service field is desired.

Massachusetts Driver's license required.

Certification in CPR, first aid, and AED.

Certified to receive criminal offender record information (CORI) relating to volunteers.

Ability to pass CORI check.

Notary Public, recommended.

ServSafe Certified, helpful.

Suicide prevention training (e.g. Samaritans), strongly recommended.

Knowledge, Ability and Skill:

Knowledge: Complete knowledge of the issues surrounding the elderly/aging process. Thorough knowledge of the needs and concerns of the elderly. Knowledge of proper physical guidance and support techniques. Knowledge of computer operations. Working knowledge of the practices and principles of office bookkeeping. Knowledge of the federal and state services and local resources available to the elderly. Knowledge of federal and state regulations and resources pertaining to programs for the elderly. Knowledge of grant writing. Knowledge of the geographic layout of streets and business locations in the town.

Ability: Ability to deal tactfully, patiently and appropriately with elderly clients. Ability to maintain and respect the confidentiality of elderly clients. Ability to react quickly and calmly in urgent situations. Ability to develop effective and constructive working relationships with the elderly, town, state, and federal officials, service providers, and the general public. Ability to assess the needs of the elderly and design and coordinate appropriate services and programs to accommodate these needs. Ability to train and supervise employees and volunteers effectively. Ability to manage multiple tasks in an effective, timely manner. Ability to develop and manage department operating budget. Ability to communicate effectively, orally and in writing.

Skill: Excellent customer service and public relations skills. Excellent oral and written communication skills. Computer skills including data entry, word processing, graphics, reports, internet; typically using Word, Publisher, Excel, and Email daily. Proficient on the MS Office software applications. Superior persuasiveness, resourcefulness and discretionary skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Occasionally lifts/moves objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF WEST TISBURY

1059 STATE ROAD
P.O. BOX 278
WEST TISBURY, MA02575
PERSONNEL BOARD
508-696-6404
PERSONNEL@WESTTISBURY-MA.GOV
www.westtisbury-ma.gov

An Equal Opportunity Employer

The Town of West Tisbury is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation, or any other class protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town of West Tisbury Personnel Board.

A fully completed application is required for each position. Also, "see resume" is not acceptable in any field.

I. Contact Information.

Name:	Date:		
<hr/>			
Address (mailing) # and Street	City and State	Zip Code	
<hr/>			
Address (physical)	#and Street	City and State	Zip Code
<hr/>			
Telephone (home)	Telephone (cell)	E-Mail Address	

II. Position applying For (Please specify position title or job category). _____

How did you hear about this position? _____

Have you ever been employed by the Town of West Tisbury When? What department?

III. Education

School	Name, Address, City, State	Type of Degree
High School		
College		
Graduate School		
Trade, Business, night courses		
Military Service, Other Training		

IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment where required.

Do you have a valid driver's license? Yes ___ /No ___ if yes, enter expiration date ___

What other valid licenses or certificates do you possess? _____

V. Office Skills (If applicable).

Check the column that you feel best describes your knowledge:

Skill	Basic Level	Advanced Level
Knowledge of Word Processing		
Knowledge of Spreadsheets		
Knowledge of Databases		
Automated Accounting System Knowledge		
Bookkeeping Knowledge		
Typing/Keyboarding		

VI. Special Skills. Please list any other skills or abilities you feel are relevant:

VII. Employment History.

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

May we contact your present employer? Yes ___ No ___

VII. Employment History (continued)

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: _____

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: _____

VIII. Professional References: (a minimum of 3 references is required.) List **ONLY** those individuals who we can contact, and who can attest to your professional abilities and work accomplishments. Do **NOT** include friends or relatives for whom you have not worked.

Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
------	---------	-------	-------

Name	Address	Phone	Title
------	---------	-------	-------

IX. Criminal History. The Town of West Tisbury requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.

X. Employment of Minors.

The Town of West Tisbury is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: ____

XI. Medical Information.

Some positions are conditional upon a physical and/or psychological examination, where required. This will be the case where satisfactory fitness to perform the essential duties of the position is a condition of employment. In such cases, an applicant may be given a "conditional offer of employment."

XII. Lie Detector Test.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

XIII. Signature.

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of West Tisbury does not imply that I will be employed.
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials, or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that during the pre-employment screening process the Town may contact my references, verify that I have a valid driver's license or certifications where required and, where appropriate and to the extent allowed by law, conduct a check of my criminal offender record.
- D. In processing my application for employment, the Town of West Tisbury may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. I understand that the Town of West Tisbury is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time. This provision may not apply in the event I am a member of a bargaining unit and a collective bargaining agreement provides other criteria for discipline or discharge.

My signature certifies that I have read and agree with the above statement and all statements contained in this Application for Employment.

Applicant Name (Please Print) _____

Applicant Signature _____

Date: _____